

**Memo #23**

Date: March 17, 2021

To: Simcoe Muskoka Catholic Elementary Teachers

Re: **Annual Offence Declaration; Staff Preference Form; Staffing Process**

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**Annual Offence Declaration**

The 2020-2021 Annual Offence Declaration (AOD) process will begin on March 18<sup>th</sup>, 2019 – with the Board mailing letters to those on leave – and emails sent to all staff on March 15<sup>th</sup>. The process will end on April 2<sup>nd</sup>, 2021. The AOD must be completed, and those who do not complete their AOD may receive a termination notice.

If you have any concerns about filling out the AOD, please contact the Unit Office.

**Staff Preference Form**

As per our Collective Agreement, you should have been provided with a Staff Preference Form by your principal. This is voluntary, but this form does provide information to your principal in advance of final staffing. You are to complete the form, attach a copy of your Ontario College of Teachers Certificate of Qualifications and return it to your principal by March 31<sup>st</sup>.

You also have the ability to meet with your principal to further discuss your preference for next year.

**Staffing Process**

The Board has stated due to the uncertainty, they will necessarily have to be conservative with respect to staffing for the 2021-2022 school year.

**What does this mean?**

The Board may declare teachers redundant – as they only have one time to declare teachers redundant on April 15<sup>th</sup>. The Board has asked for a variance to this date, in order to not have to declare surplus and/or redundant during the scheduled April Break. The date is now Monday, April 19<sup>th</sup>.

The Board may declare more teachers' surplus than in years past, in order to avoid further surplus declarations in September.

Cross panel Transfers will only be available if the Secondary panel does not declare any teachers redundant.

With the Government's budget, GSN and SSF announcements coinciding with the Board's surplus/redundant declaration the Board must abide by the language in our Collective Agreement.

**If you have any concerns, please contact the Unit office at 705-733-9625 or 1 800 558 4815**